



CITY OF ROUND ROCK, TEXAS
REQUEST FOR PROPOSAL
HUMAN RESOURCES DEPARTMENT ASSESSMENT

RFP No. 12-025

Addendum No. 2

Date of Addendum: April 10, 2012

Please note the clarification and/or additional information to the solicitation referenced above.

1. **Q:** Why is the City seeking a 60-day turn-around on the project? How firm is the City on the 60-day time line?
 A: **This is an important and urgent project for the City. The City's goal is to complete the project prior to the start of the next fiscal year which begins October 1, 2012. However, the City recognizes that a thorough job may take longer.**


Additional clarification can be found in PART III, #6 of the solicitation which states, "The City seeks completion of the Scope of Work detailed herein no later than sixty (60) days from the start date of the agreement, however, City seeks feedback on achievability of this timeline and Respondent's recommended timeline for the Scope of Work contained herein."

2. **Q:** Will interviews be a part of the City's selection process?
 A: **Yes. The City may interview respondents prior to making award.**
3. **Q:** When will the City make an award and what is the anticipated start date?
 A: **The City anticipates being able to make an award by late May, 2012. The City anticipates a prompt start date after that.**
4. **Q:** What does the IT system review component include? Does this mean only the Human Resources (HR) Department IT systems?
 A: **Yes. Only the HR IT systems are a part of this scope of work. The City seeks a review and assessment of the HRS Database, e-recruiting, performance management system, and feasibility of e-training.**
5. **Q:** What current IT systems are in place?
 A: **HRS = Highline**
 e-recruiting = NEOGOV
 Performance Management = Currently a paper, balanced score card system is in place. The City does have an on-line performance management system available through NeoGov, but it has not been deployed because of difficulties surrounding the balanced score card method.
 Payroll = Although the system is integrated with HR, this system is not in the scope of work for review and assessment.
6. **Q:** Does PART III, #4.7 outline the main issues to the City?
 A: **Recruiting, retention, compliance, employee satisfaction and management satisfaction are the City's main issues.**
7. **Q:** Does the City have a budget for this project?
 A: **Budget is not disclosed on solicitations as a matter of City policy.**

8. Q: Does the City anticipate a split award?
A: **The City reserves the right to make a split award, but does not anticipate that scenario on this solicitation.**
9. Q: Will the City consider proposals for only individual phases, such as Phase IB?
A: **The City does not anticipate making a split award, but will consider all proposals to include proposals for only one phase.**
10. Q: Can the City's existing Human Resource Policies and Procedures be made available?
A: **Yes. The document can be found as a part of this solicitation on the City's website located at: <http://www.roundrocktexas.gov/home/index.asp?page=462>**
11. Q: When was the last compensation study conducted at the City?
A: **The last third-party compensation review was conducted in 2005 by Watson Wyatt. The market was then reviewed internally every two years.**
12. Q: How wide a scope does the City seek on the Risk Management and Safety components?
A: **The City seeks a compliance review of the Workers Comp and Employee Safety areas.**
13. Q: Are all job descriptions and classifications to be reviewed?
A: **Yes. The City seeks a review of each job and updated classification and description if necessary.**
14. Q: How many benchmark positions are expected?
A: **Of the existing 284 job titles, the City expects that several titles will be eliminated because of duplicate job duties. Of the remaining job titles, the City estimates that 1/3 to 1/5 should be benchmark jobs.**
15. Q: How many managers does the City employ?
A: **The City currently employs approximately 75 managers, supervisors and superintendents in addition to 20 director level staff members.**
16. Q: Shall the compensation study focus on base salary or total compensation?
A: **The City seeks a base salary analysis but will also look at benefits as a portion of total compensation.**
17. Q: Are benefits or benefits administration a part of this scope?
A: **The benefits and benefits administration areas of this project scope shall only be reviewed for compliance purposes and as a portion of total compensation. The City currently utilizes a third party administrator and employs a consultant for this area.**
18. Q: Will the City consider methodology instead of degree of match for Phase IB, #4.2.1?
A: **Yes.**
19. Q: What is meant by core and non-core functions?
A: **Core shall mean functions that that the HR Department should be doing. Non-core shall mean functions that that the HR Department should not be doing.**
20. Q: Will the City provide the weighted average of incumbent employees?
A: **Yes. Upon award, the City will provide the weighted average of incumbent employees.**
21. Q: What is the timeline for the phase-in of new salaries?
A: **The timeline will be determined by the budget.**

22. Q: What level of employee participation is anticipated? What percentage of employees have access to a computer?
A: **The City will provide the most support possible for employee participation. Roughly 98% of employees have access to a computer.**
23. Q: Does the City seek Diversity Goal compliance review?
A: **Yes. Diversity Goals shall be added to the scope found in PART III, #1, Phase 1A.**
24. Q: Will the City consider services proposed under an existing co-op contract such as TXMAS?
A: **Yes. However, the City requests that a response be submitted per the solicitation instructions with any alternate proposals submitted under separate cover and labeled as Alternate Proposal.**
25. Q: What are the City's evaluation criteria? Is local preference a consideration?
A: **The City uses Best Value for evaluation criteria as outlined in PART I, #8 of the RFP. Local preference is not a consideration.**
26. Q: Shall travel expenses be included in the cost proposal?
A: **Yes.**

Approved by



Joy Baggett, Purchaser

By the signatures affixed below, Addendum No. 2 is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

Vendor

Authorized Signature

Date

RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.